

GENERAL DEFINITION OF WORK:

Performs difficult skilled work overseeing, coordinating and supervising custodial and grounds keeping activities and surplus program; does related work as required. Work is performed under regular supervision. Supervision is exercised over subordinate personnel. Position is considered essential personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Coordinating, supervising and participating in the custodial maintenance of buildings; training custodial and grounds keeping staff; ensuring the proper staff and supplies are available.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs and evaluates assigned staff; processes employee concerns/problems; counsels, disciplines and completes employee performance appraisals; supervises inmate trustees and outside contractors; schedules staff leave; selects employees for hire; generates work orders for maintenance and upkeep purposes.
- Prioritizes, schedules, and executes work orders; generates work orders for maintenance and upkeep purposes.
- Inspects buildings for cleanliness and maintenance.
- Coordinates and executes office moves; oversees pest control for buildings and grounds.
- Maintains inventory of tools, equipment, and supplies; obtains bids and purchases equipment and vehicles; requisitions and/or orders supplies within budgetary limits.
- Schedules and attends meetings to inform contractors of pre-bid information and reviews contract bids.
- Assists with monitoring utilities services; assists with development of utility budgets and tracks expenditures; coordinates services from utilities companies; assures appropriate utilities conservation practices are followed.
- Monitors and assists with negotiation of rental/leases of buildings and grounds; plans, tracks, monitors, and oversees all income expenditures for all County rental and leased properties.
- Assists with supervision of the general services program.
- Attends staff meetings; plans safety meetings with staff.
- Supervises and plans the operation of the surplus, retail and redistribution center.
- Plans, prepares, and implements custodial service budget.
- Responsible for the maintenance of county wide property deeds files.
- Maintains records of maintenance activities.
- Oversees security of building.
- Oversees snow removal and ice control.
- Ensures fire exit plans are posted in appropriate locations.
- May be required to work outside normal work hours in on-call or emergency situations.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge and use of a variety of cleaning materials, supplies and equipment; thorough knowledge about building fixtures and equipment; ability to express ideas clearly, both orally and in writing; ability to plan, train, and supervise the work of subordinates in a manner conducive to full performance; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and extensive experience in custodial and building maintenance experience to include some supervisory experience.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, vibration, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date_____	Name_____
	Signature_____
Date_____	Supervisor_____
	Signature_____

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